

Protocol Assistant
Major Duties and Responsibilities

- 1) Event Management** **30%**

Plans, organizes and coordinates all events hosted by the Ambassador and Deputy Chief of Mission at their residences and other venues. Coordinates with their respective residence staff, control officers, Regional Security Office and the Office Manager regarding logistical preparations for all functions and is expected to resolve issues before they become crisis concerning the planning of the event and during the event itself. Prepares guest lists, extends invitations by either email or phone, monitors responses and arranges seating charts according to protocol guidelines. Supervises logistics such as hiring waiters, coordinating with warehouse for set up and coordinates with Regional Security Office to clear staff. Attends functions, assists in receiving and introducing guests, serves as interpreter if necessary. Plays a leading role in planning the Fourth of July official reception coordinating with the Executive Office, Management, General Services Office, Regional Security Office and other sections as necessary. Responsible for preparing representational and official expense (ORE) vouchers. Provides cultural/social background of customs/holidays, and suggests event possibilities and appropriate guest to promote U.S. – Brazilian bilateral relationship.
- 2) Diplomatic Correspondence/Communications/Invitations** **30%**

Reviews all outgoing Diplomatic Notes for proper format, language and accuracy. Provides guidance to the mission with respect to official correspondence. Receives and reviews incoming Diplomatic Notes from the Ministry of Foreign Affairs, logging and routing to appropriate office for action, always keeping the Executive Office apprised. Responsible for archiving and maintaining copies of Diplomatic Notes post issues to the Government of Brazil. Drafts, reviews, edits, and proofreads all outgoing correspondence in Portuguese from the Ambassador and Deputy Chief of Mission. Tracks incoming correspondence for appropriate response and follow-up from embassy sections and agencies. Responds to telephone request for the Ambassador and Deputy Chief of Mission from host government offices other diplomatic missions and the broader community with request ranging from petitions for visas, to appointments and meetings. Keeps track of all incoming invitations for the Ambassador and Deputy Chief of Mission, ensuring all receive a response.
- 3) Protocol Guidance** **30%**

Provides expert advice to Executive Office, other embassy officials, consulates in Sao Paulo, Rio, and Porto Alegre, and VIP delegations on all protocol issues, to include host country protocol, customs and courtesies. Develops and maintains a good working relationship with staff in the host government so that timely meetings are arranged. Advises and recommends appropriate contacts and meetings to the Executive Office and other officials. Arranges appointments for the Ambassador, Deputy Chief of Mission, other Embassy officials, and visiting delegations with host country contacts. Provide guidance and mentoring to entry and mid-level officers and specialists on matters pertaining to Protocol, such as attendance at official events, dress code, preparation of guest lists, event planning and coordination, correspondence, responses to invitations, appropriate gift exchanges, etc. Coordinate access to the embassy for VIP Executive Office visitors and provides escort.
- 4) Contact Management Database** **10%**

Acts as the expert in the Mission's Contact Management Database or any other database used for tracking events by identifying and granting appropriate user access level. Supervises the data input and updates by all embassy sections and agencies working with Information Systems Center to troubleshoot technical problems. Oversees that the data for the 4th of July Guest List is accurately entered by sections. Manage and maintain the confidentiality of the information resource file. Must be able to provide training to other users. Maintains biographies files of Brazilian Government Officials and personalities. Use database to track gratuities.

Note: "This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency."